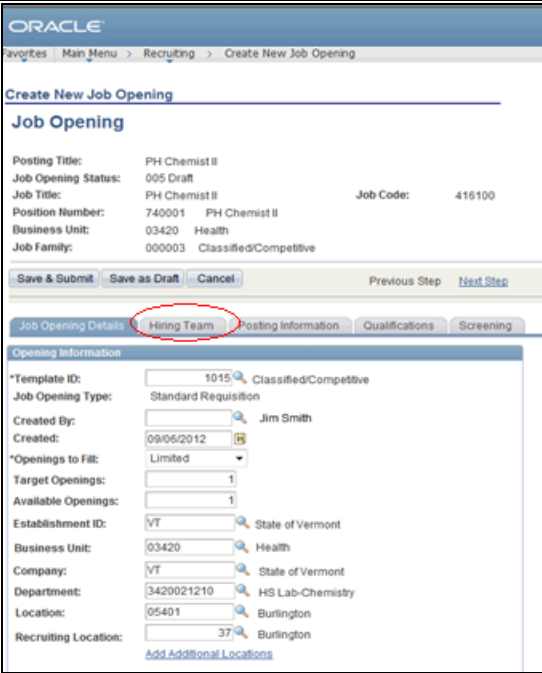
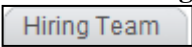


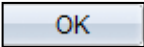



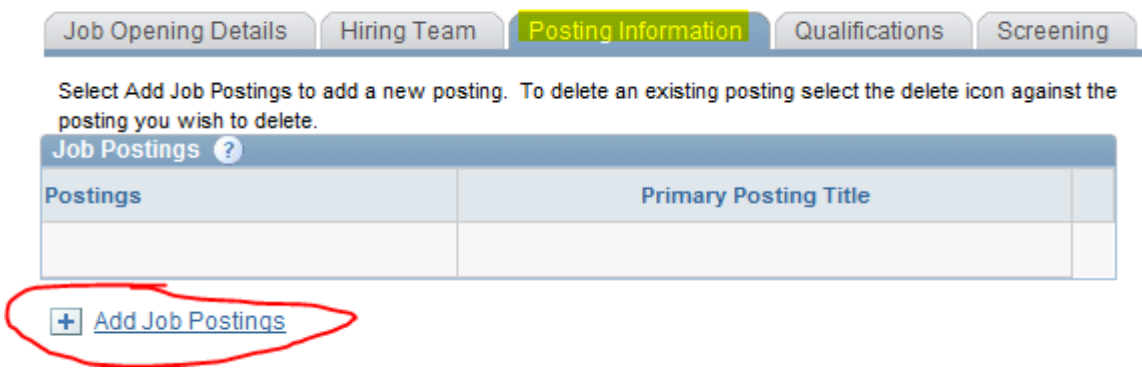
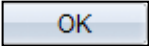
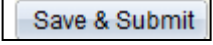
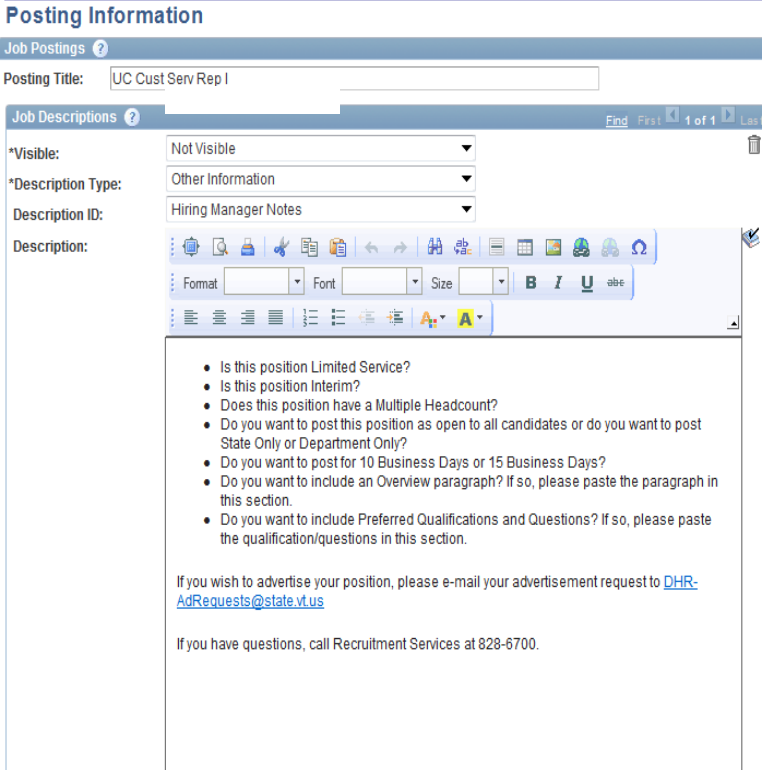


Step	Action	
1.	Begin by navigating to the Create New Job Opening page. Navigation: <i>Main Menu → Recruiting → Create New Job Opening</i>	
2.	The default Job Opening Type is Standard Requisition . You may select Continuous Job Opening if applicable and agreed upon with the Recruiter during Pre-Recruitment Planning.	
3.	Select your Business Unit (Agency or Department) by clicking on the drop-down arrow. Verify that this is correct – the Business Unit ensures that the approval process and position information are correct.	
4.	Select your Job Family by clicking on the drop-down arrow. The choices are: <ul style="list-style-type: none"> Classified/Competitive Internship Non-Classified/Exempt Temporary Vermont State Police The Job Family choice determines the template of your job posting.	
5.	Select the Position that will be filled. Verify that both the Title and Position Number are correct.	
6.	The Job Code and Posting Title will populate from the Position information. Do not change unless you and the Recruiter have decided otherwise during Pre-Recruitment Planning. Click the Continue button. 	



Step	Action	
7.	<p>Review the Job Opening details. Use the vertical scrollbar to view the entire page.</p> <p>If any changes are needed, contact your HR Administrator. Do not submit the Job Opening until you are satisfied that the position information is correct. You can “Save as Draft” while any questions are under review.</p>	
8.	<p>Click the Hiring Team tab.</p> 	
9.	<p>Click the Add Recruiter Team link.</p>  <p>Click the Select option.</p> <p>Click the OK button.</p>  <p>Select the Primary Recruiter assigned to your Department.</p>	
10.	<p>Click the Add Hiring Managers link.</p> 	
11.	<p>Enter the name of the Hiring Manager or click on the magnifying glass to search. (The name format is first name then last name.)</p> <p>If a proxy is completing the Job Opening, enter the actual Hiring Manager's name here.</p> <p>Also on the Hiring Team tab, add your HR Administrator as an Interested Party.</p>	



Step	Action	
12.	<p>To enter additional information about the job posting, click on the Posting Information tab. Select “Not Visible”, Description Type “Other Information” and Description ID “Hiring Manager Notes”.</p> <p>In the text box include anything Field DHR or Recruitment needs to know, such as posting duration, shift information, limited service, and advertising preferences.</p>	 <p>The screenshot shows the 'Posting Information' tab selected in the top navigation bar. Below the tabs, there is a table with columns 'Postings' and 'Primary Posting Title'. Below the table, the '+ Add Job Postings' button is circled in red.</p>
13.	<p>Click the OK button.</p> 	
14.	<p>Click the Save & Submit button.</p> 	
15.	<p>This concludes the required steps to Create a Job Opening. For additional information, see the Hiring Manager Manual.</p>	 <p>The screenshot shows the 'Posting Information' form. The 'Posting Title' field contains 'UC Cust Serv Rep I'. The 'Job Descriptions' section has a table with columns 'Visible', 'Description Type', and 'Description ID'. The 'Visible' dropdown is set to 'Not Visible', 'Description Type' is 'Other Information', and 'Description ID' is 'Hiring Manager Notes'. Below the table is a rich text editor with a toolbar. The description text includes a list of questions and a contact email address.</p> <p>• Is this position Limited Service? • Is this position Interim? • Does this position have a Multiple Headcount? • Do you want to post this position as open to all candidates or do you want to post State Only or Department Only? • Do you want to post for 10 Business Days or 15 Business Days? • Do you want to include an Overview paragraph? If so, please paste the paragraph in this section. • Do you want to include Preferred Qualifications and Questions? If so, please paste the qualification/questions in this section.</p> <p>If you wish to advertise your position, please e-mail your advertisement request to DHR-AdRequests@state.vt.us</p> <p>If you have questions, call Recruitment Services at 828-6700.</p>